

How to add an IP printer to a Mac

There are two things that you need to know prior to adding a copy machine/printer on your MAC.

1. You need to know the name of the copy machine/printer. If you are unsure, ask a teacher or staff member from that building, they will be able to tell you. (i.e. whsr10kb) Our devices are named by school (WHS), room number (10) and device type (KB).
2. Once you know the name of the copy machine/printer, you can get the IP address from Jeff or Brady.
3. After you find the IP address, follow the picture directions below to add that device.





